



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**Board of Commissioners**  
**March 13, 2026 | 1 p.m.**  
**Special Board Meeting Minutes**  
***Approved***

Link to meeting video: <https://bit.ly/4IXLbwE>

**1. Call to Order**

Chair Kathy Kleczek called the special meeting to order at 1:07 p.m.

**2. Pledge of Allegiance**

**3. Roll Call (0:00:56)**

Commissioners present in person: Pamela Alegria, Tita Montero, Matthew Stolberg, Kathleen Teeple, Penny York, Kathy Kleczek. Guillermo Romero was excused.

Staff/visitors present: David Carr, Jennifer Geisler, Jason Jones, Sam Bedair, Sara Schilling, Johnathan Niebuhr.

Staff/visitors present virtually: Stephanie Rodriquez, Shanta Carter.

**4. Changes to Agenda (0:01:11)**

None

**5. Public Comment (0:01:21)**

None

**6. Approval of Minutes (0:01:55)**

Commissioner Alegria moved to approve the minutes from the March 6 special meeting.

Commissioner Teeple seconded the motion.

Discussion: Commissioner Montero read through the action items listed at the bottom of the minutes to confirm they'd all been completed.

Staff confirmed they'd been completed.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X		X	X	X	X
Nay							
Excused			X				

Motion passed unanimously

## **7. Discussion of Budget Officer Appointment (0:06:09)**

### **a. Review statement of work for contract with SDAO Consulting Services**

Executive Director David Carr reported that he created a scope of work draft for working with the Special Districts Association of Oregon (SDAO).

He said SDAO won't be able to provide budget officer services but instead could provide financial services support via contract.

Mr. Carr reported that he prepared an alternative RFP for a CPA or CPA-preferred to perform budget officer duties for the district. He provided a copy to commissioners.

Chair Kleczek asked for more details about SDAO's response to the statement of work.

Mr. Carr said SDAO responded via email that they wouldn't provide interim services or provide SETD with staff to do that type of work. The agency offered to provide other help.

Commissioner Montero said that since the conversation took place before the statement of work was reviewed by the board, she'd like to see a copy of what was sent to SDAO.

She also said she'd like to see SDAO's response.

Chair Kleczek noted that the information Mr. Carr sent to SDAO was included in the packet, though it wasn't made clear in the packet that it was already sent.

Chair Kleczek handed out a copy of the email response from SDAO. She noted that Shanta Carter from SDAO was attending the meeting virtually and could answer questions.

Commissioners and Ms. Carter discussed what services SDAO could offer. Commissioner York suggested a review of the ODOT forensic audit be included.

Commissioners discussed the timeline and timing of contracting with SDAO and appointing a budget officer. Mr. Carr recommended doing them concurrently.

Commissioner Stolberg asked for time to read the materials that were presented to the board during the board meeting. Chair Kleczek announced a board recess at 1:34 p.m. until 1:50 p.m. to give commissioners time to review the materials.

Chair Kleczek reconvened the meeting at 1:52 p.m.

Commissioners continued discussion of services SDAO could provide.

Commissioner Montero moved to direct and authorize the executive director to move forward with a contract with SDAO to fulfill the needs that have been identified regarding the budget and financial services as outlined in the email on March 11 at 3:44 p.m. from Shanta Carter to David Carr, and to ensure the forensic audit piece is included.

Commissioner York seconded the motion.

Commissioners discussed whether a not-to-exceed amount needed to be set. Ms. Carter said the work will not exceed \$5,000.

Commissioner Montero added \$5,000 as the not-to-exceed amount to her motion and Commissioner York accepted the addition.

Ms. Carter said a more detailed scope of work is being developed.

Ms. Schilling re-read the motion, per request.

Commissioner York clarified the agreement doesn't have to come back to the board.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X		X	X	X	X
Nay							
Excused			X				

Motion passed unanimously

**8. Other Financial Officer Position-Related Questions (0:58:46)**

Commissioners made numerous changes to the proposed statement of work for a budget officer, including:

- Removing “interim” from budget officer title
- Replacing all mentions of “consultant” with “contractor.”
- Under Authority and Legal Framework, removing the part of the sentence saying the budget officer serves in an advisory capacity; removing the word “independently” from the same sentence; and removing the last sentence reading “unless expressly authorized in writing by the executive director and Board of Commissioners.”
- Under Scope of Services, removing “ensure alignment of financial records for consistency;” editing the financial forecasting sentence to read, “financial forecasting for budget presentation purposes;” and adding, “review previous audits conducted within the last three years to inform budget work.”
- Under Contractor Qualifications, adding special district to the final sentence.
- Under Deliverables, making several changes to the bulleted list, including rewriting the second bullet to say, “budget preparation calendar and timeline;” rewriting the fourth bullet to say, “Attend Budget Committee meetings in person, unless there’s a previous agreement with the Board of Commissioners;” adding a bullet saying, “Attend board budget hearing in person or virtually;” rewriting the next bullet to say, “assist with publishing statutory budget notices;” removing the bullet saying, “hold budget meeting;” rewriting the next bullet to say, “As needed, assist with the modification of the budget, appropriations and categorization of taxes including development of a budget adoption resolution;” rewriting the next bullet to say, “submit adopted budget resolution to county tax official;” and removing the bullet saying, “assist with post adaption changes as per ORS 294 if needed.”
- Rewriting the Term of Engagement section to say, “The anticipated duration of this engagement is date of engagement until June 30, 2026, unless extended by mutual written agreement. The engagement may conclude earlier upon adoption of the Fiscal Year 2026-27 budget or mutual agreement between the parties.”
- Rewriting the Compensation section to say, “Compensation will be based on a project basis. Invoices include a summary of services performed and will be paid within 30 days of receipt.”
- Changing the district contact person to Mr. Carr.
- Under Professional Responsibility, rewriting the third bullet to say, “professional standards applicable to financial contractors or CPAs where applicable” and adding

a bullet saying, “Oregon Local Budget Law (ORS 294), Municipal Audit Law (ORS 297) and Oregon Public Records Law (ORS Chapter 192).”

Commissioner Montero moved to move forward with the statement of work for the RFP as modified at the meeting.

Commissioner Montero seconded the motion.

	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X	X		X	X	X	X
Nay							
Excused			X				

Motion passed unanimously

Commissioners discussed setting the not-to-exceed amount at the next board meeting, possibly in executive session if allowed. Commissioners also discussed setting the RFP submission deadline for March 31. Mr. Carr reported that he’d do the best he could. Commissioners reviewed district bank account information provided by Mr. Carr. Commissioner Montero was excused from the meeting immediately before adjournment.

**9. Adjournment (2:21:26)**

Commissioner York moved to adjourn the meeting.

Commissioner Stolberg seconded the motion.


	<b>Alegria</b>	<b>Montero</b>	<b>Romero</b>	<b>Stolberg</b>	<b>Teeple</b>	<b>York</b>	<b>Kleczek</b>
Aye	X			X	X	X	X
Nay							
Excused		X	X				

Motion passed unanimously

The meeting was adjourned at 3:29 p.m.

Minutes prepared by Sara Schilling, executive assistant

Minutes approved by:

  
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 Tita Montero, board secretary-treasurer

**Action items from the meeting:**

- Mr. Carr will execute the consulting services contract with SDAO with the forensic audit piece included and a not-to-exceed amount of \$5,000.

- The board approved the statement of work for the RFP for a budget officer. Mr. Carr will get it published and the board will discuss a not-to-exceed amount at a future meeting.

